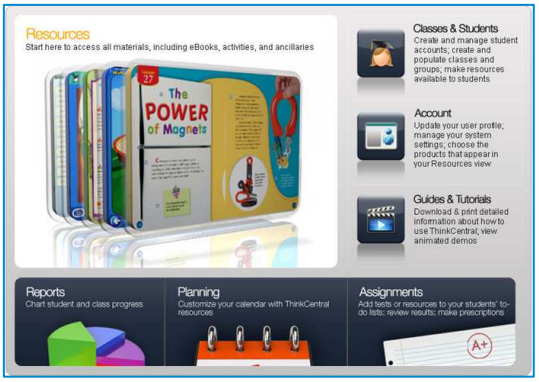
Quick Start Guide for Teachers

LOGGING IN

1. Navigate to www-k6.thinkcentral.com.
2. Select your state, district, and school.
3. To make subsequent logins easier, check **Remember My Organization** (optional).
4. Enter your user name and password.
5. Click **Login**.

Note: You should have already received your user name and password. If you have not received them, please contact your administrator.

THE TEACHER'S DESKTOP



- **Resources** shows available materials.
- **Classes & Students** manages class rosters.
- **Account** lets you update your user information.
- **Guides & Tutorials** provides instructional information.
- **Reports** displays ways to search and print data.
- **Planning** opens a customizable lesson planner.
- **Assignments** shows assignments and student progress.

NAVIGATING THINKCENTRAL

The tabs at the top of the page indicate major areas in the product that match those on the Teacher's Desktop. Other navigation at the top of the page includes:

- **Resources** tab – opens **View Resources**
- **ThinkCentral** logo – return to **Teacher's Desktop**
- **Print** – prints current page
- **Help** – instructions for current page
- **Logout** – exit ThinkCentral

VIEWING RESOURCES

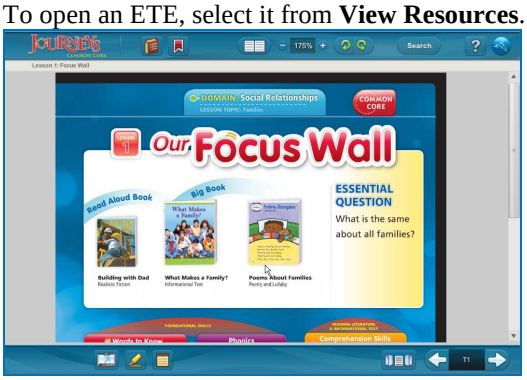
By using the View Resources screen, you have the ability to view a comprehensive list of your available resources, most of which you may open directly.

- Click **Resources**.
- Use **Subject**, **Grade** and **Language** to filter your list.
- Click an image to review that resource's contents.

THE ELECTRONIC TEACHER'S EDITION

The Electronic Teacher's Edition, or ETE, is the equivalent of the print edition, but depending on the program, may have links to supplementary materials.

To open an ETE, select it from **View Resources**.



Each ETE may differ by program, but many will have the same basic navigation and can include the following features:

1. Contents
2. Bookmarks
3. Resource links
4. Single-page or Double-page views
5. Zoom In or Out
6. Search
7. Interactive Whiteboard display
8. Highlighting
9. Print
10. Thumbnail carousel

MANAGING CLASSES

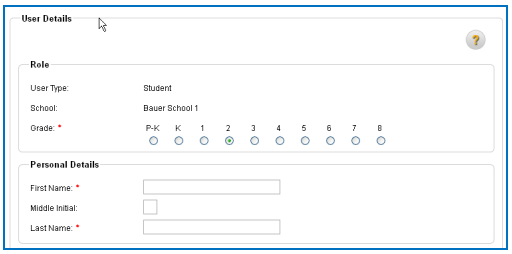
To create or modify a class, select **Classes & Students** from either the Teacher's Desktop or the top navigation menu on any page.

- **View Class Roster** displays students in the selected class.
- To edit the class, click on a class name, or Edit Class.
- To add a new class, click **Add Class.**

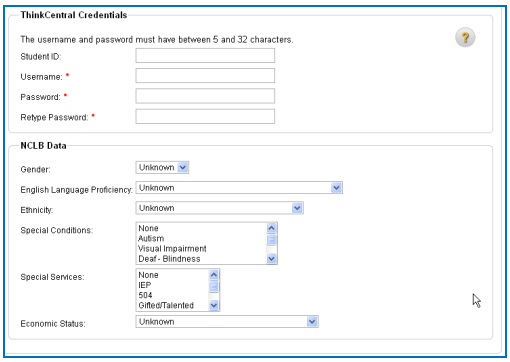
ADDING INDIVIDUAL STUDENTS

Select **Manage Users** from the **Classes & Students** tab.
Note: The ability to create student accounts may be limited to administrators

1. Click **Add…**
2. Select a Grade.
3. Enter the student's **First Name**.
4. Enter the student's **Middle Initial** (optional).
5. Enter the student's **Last Name**.



6. Enter a **Student ID** (optional).
7. Enter a unique username in the **Username** field (5-32 characters).
8. Enter a 5-32 character **Password**.
9. **Retype Password** to confirm it.
   Note: This is the name and password that the student will use to log in to the system, so make sure you make note of the information.



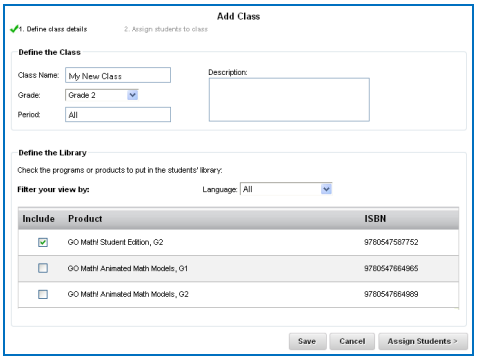
10. Enter NCLB data as desired.
11. To save the student's data and create the new account, click **Add**.

ADDING A CLASS

The **Add Class** page is divided into two main sections.

The top of the page contains details of the class, including the class name and description.

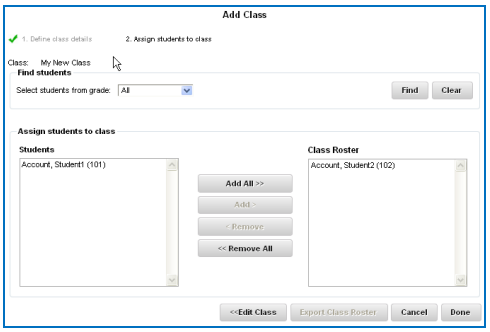
The second portion of the page is a list of HMH products that are available for you to add to the class library for students to browse, check the box next to its name and click **Save.**



1. Enter a name for the class in the **Class Name** field.
2. Select a grade from the **Grade** dropdown list.
3. Type in the class period in the **Period** field.
4. Describe the class in the **Description** field.
5. Select the products for use in the class.
6. To save changes without creating a roster, click **Save.**
7. To create a roster, click **Assign Students**.

ASSIGNING STUDENTS TO A CLASS

Click **Assign Students** on the Add Class page.

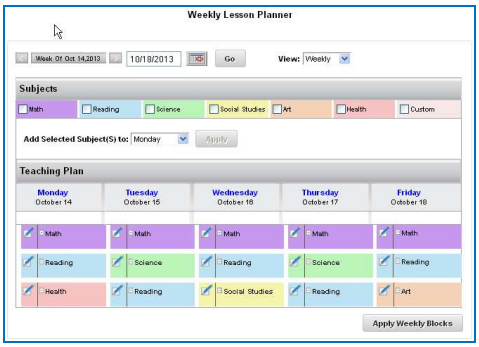


- Choose grade from **Select Students from Grade**.
- Click **Find**.
- Use **Add All/Add** to assign students.
- Use **Remove All/Remove** to remove students.
- To save your changes, click **Done.**
- To return to the previous page, click **Edit Class.** *Note: Clicking **Edit Class** before saving will erase any changes you've made on this screen. To save your changes, click **Done**.*

Please see the **mySmartPlanner Teacher Quickstart Guide available under Guides & Tutorials for mySmartPlanner instructions.*

USING THE THINKCENTRAL PLANNER*

To view the lesson planner, click **Planning.**



Before you can schedule a lesson, exam, or activity, you first need to create a teaching block.

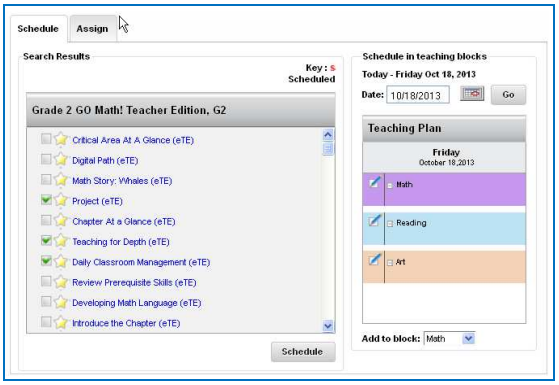
1. Select one or more subject blocks from the list.
2. Select a day from the **Add To** field and click **Apply**.
3. Repeat this process to schedule each day.

You may also:

- Move blocks by clicking and dragging them.
- See details using the plus (+) or minus (−) icons.
- Edit a block by clicking on the small pencil.
- View **Assignments Due** by clicking the large pencil.
- Set defaults by clicking **Apply Weekly Blocks**.

SCHEDULING INTO THE PLANNER*

You can schedule a lesson, test, or activity into your planner by selecting **Schedule** from within a search results page, or from links within some of your teacher resources.



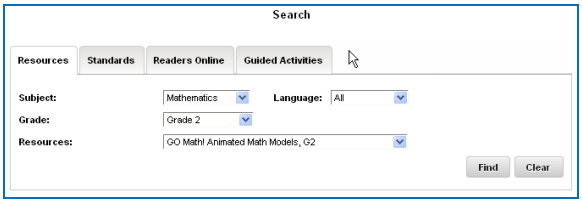
- Select the checkboxes next to the resource name(s).
- Using the *Schedule in teaching blocks* area:
  1. Select a date, then click **Go**.
  2. Use the **Add to block** list to select a block.
  3. Click **Schedule**.

EXPLORING HMH CONTENT

Select **Search** from the Resources tab.

Program materials that are available through **Search** include teacher editions, student editions, assessments, ancillaries, leveled readers, worksheets, and more.

SEARCHING RESOURCES*



To search resources, click the **Search** on the Resources tab and then:

1. Select a subject from the **Subject** dropdown list.
2. Select a grade from the **Grade** dropdown list.
3. Select a resource from the **Resources** list.
4. Select a **Language** (optional).
5. Click **Find.**

From the search results page you can preview a resource by clicking on any name in the list. You can also schedule the resource to your lesson planner or assign the resource to a student, group, or class.

SEARCHING STANDARDS*

To search for all standards-based HMH materials, click on the **Standards** tab, and then:

1. Select **Browse Standards Sets** as the Search Type.
2. Select a **Standard Set**.
3. Narrow your search by **Subject**, **Grade** or **Language**.
4. Select up to 5 Resources from the **Resources** list.
5. Click **Browse**.

To search for HMH materials correlated to standards that contain a specific term:

1. Select **Word Search** as the Search Type.
2. Type a keyword in the **Match on word(s)** field.
3. Follow steps 1 – 4 above.
4. Click **Find**.

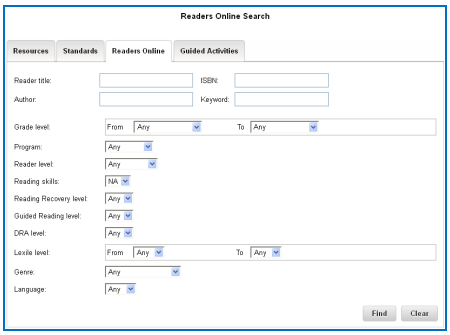
The results page will contain a list of standards and the HMH materials they are correlated with.

Please see the **mySmartPlanner Teacher Quickstart Guide available under Guides & Tutorials for mySmartPlanner instructions.*

SEARCHING READERS*

To search for a specific reader, click the Readers Online tab, and then enter information such as the title, author, ISBN or keyword. To narrow the search and get more specific results, choose additional criteria such as grade level, program, reader level, etc.

All fields on the Readers Online search screen are optional.



The Readers Search results page shows the details about each book. Click any criteria to sort your results (e.g., Reader level), or view any book by selecting **Click to Open** under the book cover.

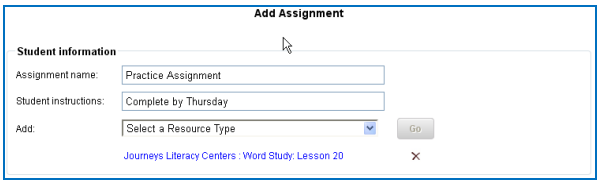
SEARCHING GUIDED ACTIVITIES*

To search for guided activities, click the Guided Activities tab *(if available for your program).* Select a **Subject** and **Grade** and click **Find**. You can also narrow your search by using the additional **Text Search**,

CREATING AN ASSIGNMENT

There are several ways to make an assignment:

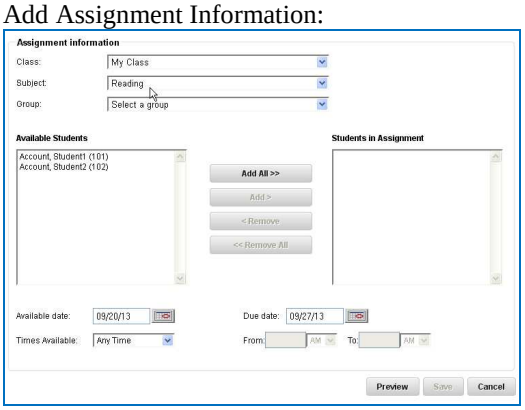
- Select a resource from within a teacher resource (such as a Teacher Gateway or ePlanner) and choose **Assign**.
- Use **Search** to locate a resource and then, from the Assign tab in the Search Results, select a resource and click **Assign**.
- From the **View Assignments** page or Assignments tab, click **Add Assignment**.



Enter Student Information:

1. Create a name in the **Assignment Name** field.
2. Enter directions in the **Student Instructions** field.
3. Select a Resource Type to **Add** a resource.
   - **Searchable Resource** means those available online.
   - **Text Only** is a text instruction or information.
   - **URL** is an external link to another web site.

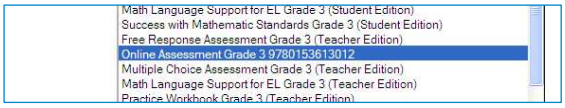
Add Assignment Information:



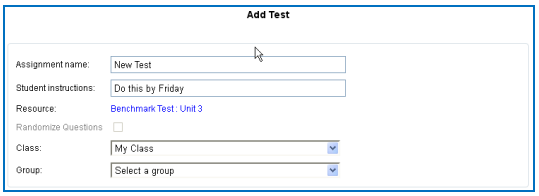
1. Select a class from the **Class** list.
2. Select a subject from the **Subject** list.
3. Select a group from the **Group** list. (Optional)
4. Use **Add** or **Add All** to assign students.
5. Use **Remove** or **Remove All** to remove students.
6. Choose the **Available Date**.
7. Select the assignment's **Due Date**.
8. If you select a time from the ***Times Available*** list, then fill in the **From** and **To** entry fields. *(Note: If you select different Available and Due dates, the time selected will be from time on Available Date through to time on the Due date.)*
9. To see how the assignment will display to students, click **Preview**.
10. To complete the assignment, click **Save**.

CREATING AN ASSESSMENT ASSIGNMENT

Published exams can be found by searching the Online Assessments. To find online assessments click **Search** on the Resources tab* or **Add Test** on the Assignment tab or on the View Assignments screen.



The **Assign** tab in the search results will list the individual assessments available.* Choose one and click **Assign**.



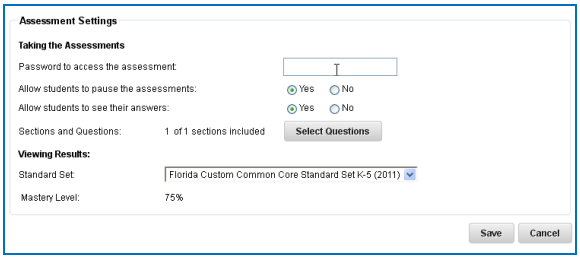
1. Create a name in the **Assignment Name** field.
2. Enter directions in the **Student Instructions** field.
3. Select **Randomize Questions** (if available).
4. Select a class from the **Class** list.
5. Select a group from the **Group** list. (Optional)
6. Select students to add to the assignment.

Please see the **mySmartPlanner Teacher Quickstart Guide available under Guides & Tutorials for mySmartPlanner instructions.*

7. Choose the **Available Date**.
8. Select the assignment's **Due Date**.
9. If you select a time from the ***Times Available*** list, then fill in the **From** and **To** entry fields. *(Note: If you select different Available and Due dates, the time selected will be from time on Available Date through to time on the Due date.)*

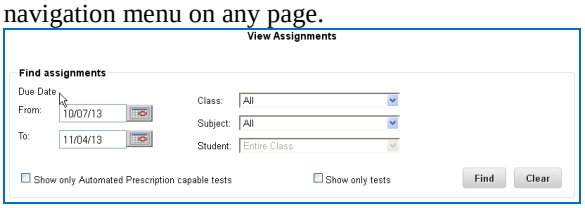
Then choose these additional options:

- **Password to access the assessments** sets a password that students must use to take a test. *Passwords, which cannot contain any special characters, must be between 5 - 20 letters and/or numbers.*
- **Allow Students to pause the assessment** allows students to pause tests and return.
- **Allow Students to see their answers** restricts the student view of completed tests.
- **Select Questions** displays all sections & questions on the test.
- **Viewing Results** displays the correlated standard from the selected standard set for each test item.
- **Save** assigns the exam to the student.

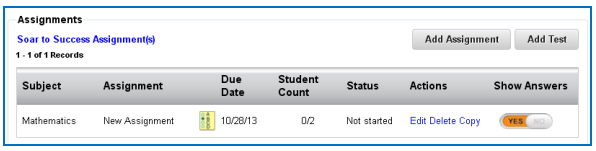


FINDING ASSIGNMENTS

To find any assignments you have made, select **Assignments** from either the Teacher's Desktop or the top navigation menu on any page.



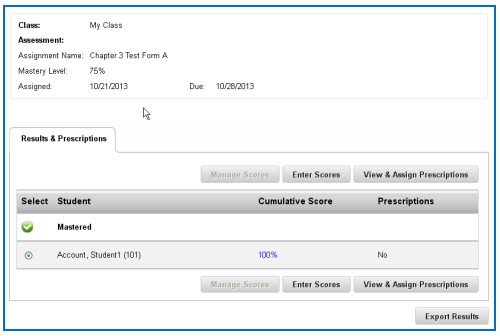
- **From** and **To** dates filter your search.
- Selecting a class, subject, or student is optional.
- Selecting a student displays **View Student Test** link.
- **Show only tests** limits search results to exams.
- **Show only Automated Prescription capable tests** limits results to only exams with that capability. *(Not available for all content.)*



- To review an assignment, click **Edit** or **View.**
- To delete an assignment, click **Delete.** *This will also remove the assignment from the student's To Do List.*
- To view test results and recommended remediations, click **Results & Prescriptions.**
- To copy an assignment, click **Copy.**
- To restrict the student view of assessment questions and answers, click the **Show Answers** toggle to No.

VIEWING TEST RESULTS

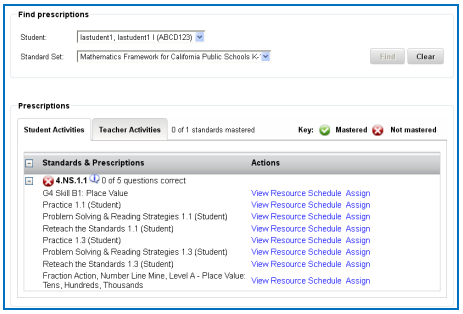
Click **Results & Prescriptions** from the View Assignments screen to view test results, enter scores, and see any prescriptive activities ThinkCentral has recommended.



- **Cumulative Score** shows a student's responses.
- **Mastered/Not Mastered** groups students by their achieved mastery, based on the targeted level.
- **Prescriptions** informs you whether ThinkCentral has recommendations based on test results. Regardless of whether or not a student has attained overall mastery, the system may recommend prescriptions based on how well the student did on standards based on particular skills.
- To remove questions from the cumulative test score, click **Manage Scores.**
- To score a test or add comments, click **Enter Scores**.
- To view system recommendations, click **View & Assign Prescriptions**.
- To export the assignment results, click **Export Results**.

VIEWING & ASSIGNING PRESCRIPTIONS

On the View Class Results & Prescriptions page, choose a student and then click **View & Assign Prescriptions**.



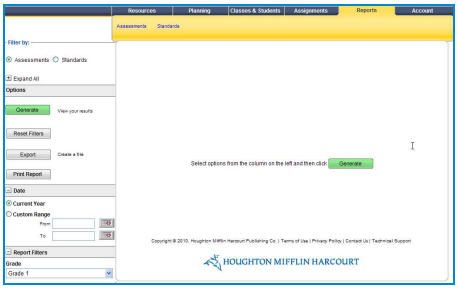
- **Standards & Prescriptions** displays the standards that the student failed to master, and the names of recommended lessons or activities.
- In the **Actions** column:
  - To review lessons/activities**,** click **View Resource.**
  - To add to the lesson planner, click **Schedule.**
  - To assign a lesson or activity, click **Assign.**
- To see the instructor's, non-assignable version of these resources, click the tab marked **Teacher Activities**.
- To go to the previous page, click **Back to Class Results**.

GENERATING REPORTS

To generate reports to track student performance, select **Reports** from either the Teacher's Desktop or the top navigation menu on any page.

- To change your report, or run a different report, simply change the filter selection in the left-hand filter selection panel and then click **Generate**.
- To export your report to a comma separated value (CSV) file or a portable document format (PDF), click **Export**.
- To print your report, click **Print Report**.
- To move back, or up, a level in your report, use the level links at the top of the report.

Choose either **Assessment** or **Standards** report.



1. Select the Report Options, including the subject, grade and/or assessment(s) and standards(s) and other filters.
2. To run the report, click **Generate**.

A list of all your classes that have results for your report criteria will display along with scores.

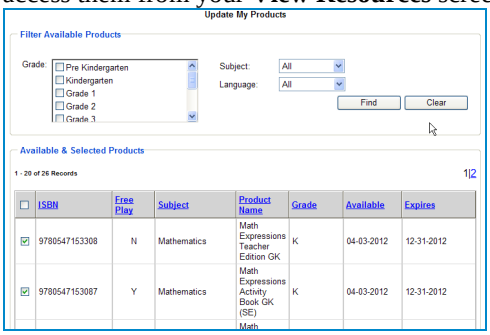
- To see the student list and score for a class, click a Class Name.
- To see an individual student's performance, click a Student Name.

UPDATING YOUR ACCOUNT

To change account information, such as your password, select **Account** from either the Teacher's Desktop or the top navigation menu on any page.

User names cannot be changed; you may, however, change your password at any time. The password must be between 5 – 32 alphanumeric characters. For security, it is a good idea to change your password the first time you log in.

You can also update your products from within the **Account** tab. Updating your products allows you to access them from your **View Resources** screen.



To update your products:

1. Go to the **Account** tab.
2. Choose **Update My Products** in the left hand menu.
3. Choose a **Grade** and then click Find.
4. Filter your results by selecting a **Subject**.
5. Check the product you want to access.
6. Click Save.

FURTHER INFORMATION

This Quick Start Guide is meant to help you get started using ThinkCentral, and only covers the most common functions of ThinkCentral K-6.

You will find full, detailed user instructions, including how to create and assign custom assessments, in the full ***ThinkCentral Guide for K-6 Teachers***.

TECHNICAL SUPPORT

For registration and account activation questions, call 800-323-9239.
Support Hours: 8:00 AM to 11:00 PM EST
Email: techsupport@hmhco.com